

80-2492

13 November 1980

MEMORANDUM FOR: DDO  
GC  
LC

FROM : PB/NSC Coordinator

SUBJECT : Transition Briefing Book Item: CA Procedures

25X1

1. Per discussion at today's staff meeting, if you will provide me by COB Monday with your particular inputs regarding current and suggested procedures for handling covert action (in the format attached), I will pull it together in one paper.

25X1

2. I will then provide you a draft of the composite paper for review on Tuesday before forwarding to the DDCI by Wednesday noon.

25X1

25X1A

A  
Attachment

ORIG CL BY 064696

RVN ON 14 NOV 86

SUGGESTED FORMAT

(2-3 Pages)

SUBJECT: (one or two sentences at most)

BACKGROUND: (where we have been on the subject/issue in last few years - key points only)

CURRENT STATUS: (where we are now; key players and their positions; other agency involvement)

CURRENT PROBLEMS/ISSUES: (current choke points, decisions that need to be made soon; interagency implications)

RECOMMENDED CIA POSITION: (if any) (what would we like to see done about the issue, what other agency(s) affected; leave out political factors/variables)